



Together As One

EXCEEDING EXPECTATIONS
The Khalsa Academy Wolverhampton

KVI – Khalsa Sixth

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Dear Parents/ Carer's

Importance of Attendance and Lateness to The Khalsa Academy Wolverhampton

We wanted to take the opportunity to send a reminder about our attendance expectations and our policies and procedures in relation to student absence. Attendance at school is important and research shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances.

At Khalsa Academy we encourage all pupils to strive for 100% attendance; every day and every lesson counts. Our aim is to work with parents to ensure that all our pupils receive the most from their education and reach their full potential.

First day response system

We operate a first day response system which requires parents/ carers to ring school on the first day to report a child's absence. This is a parents/carers responsibility and should be done as early as possible. If the school office is closed, you can still ring school and leave a message on the answer machine, so please do this as soon as you know your child will be absent from school.

Our attendance officer will then check the messages at the start of the school day. The school office is open from 8:00am and we would appreciate a call to school no later than 8.45am so staff can be informed of the absence and the class can begin learning as promptly as possible.

If parents or carers fail to carry out their parental responsibility to make this call we will regard this as a safeguarding issue. We assume daily each child is on their way to school (unless we are notified otherwise) so will wait to hear from parents.

If by 9.15am we have not heard from parents/carers school will make a phone call to ascertain the reason for the absence. The conversation by the attendance officer is to initially clarify if your child is safe at home and then ascertain the reason why you have not notified the school to prevent the response. You will then be asked: the reason for your child's absence the intended number of days of absence in light of your child's condition to telephone school on the 3rd and 5th day of absence (if appropriate) to update school on your child's condition and when they may be well enough to return to school.

All schools in the country must follow Department for Education guidance regarding attendance and it clearly states that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment. Dental and medical appointments should be made outside of school hours

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where possible. If your child is unable to attend school for any reason, for safeguarding purposes, it is imperative that you telephone school on 01902 925390 and leave a message/speak with the attendance officer or email absence@tkaw.org.

Holidays:

One of the major contentious issues, both as a school and nationally, is holidays during term time. Holidays during term time can unfortunately no longer be authorised. The amendments make clear that Head teachers may not grant any leave of absence during term time unless they are exceptional circumstances. Previous regulations regarding approved absences (particularly those caused by family holidays) no longer apply.

Authorising holiday in term time – Guidance from Wolverhampton Local Authority

Taking a child on holiday in term time is called a leave of absence.

Parents/Carers do not have the right to take their children out of school during term time. They may receive a Fixed Penalty Notice for taking holidays without the Headteacher's permission.

Before taking a child out of school during term time, parents/carers should complete a leave of absence request form, at least four weeks before the leave is taken. They should return it to the schools' Headteacher.

The Headteacher/Principal must authorise any holiday requests in term time. Theirs is the final decision.

The Headteacher can only grant a request for leave in exceptional circumstances. Schools do not consider holidays an exception.

Issuing a Fixed Penalty Notice

Parents/Carers must make sure their child attends school regularly. Parents/Carers can be issued with a Fixed Penalty Notice (fine).

The Council can consider issuing a fine when a child has five days or more in a row.

Fixed Penalty Notices are:

- *£60 per child per parent if paid within 21 days of the issue of the notice*
- *£120 per child per parent if paid between 21 and 28 days of the issue of the notice*

If parents/carers don't pay the fine within 28 days, we will send your case to our Legal Services team. This will be for prosecution in the Magistrates' Court.

The prosecution is for failing to make sure your child attends school regularly. It is not for non-payment of the fine.

Parents/carers will receive a letter to confirm this.

Lateness & Unauthorised absences:

Punctuality is an important life skill, 10 minutes late a day = nearly 1 hour of lessons missed each week = 2 weeks of school per year!! This is equivalent to 95% attendance. This is below National Average attendance!

School opens its doors at 8.30am and they are closed promptly at 8.45am. Learning starts at 8:45am for the start of school when the register has been taken.

Any child arriving at school after 8.45am will be recorded on the register as late (L).

Pupils who arrive after that time must enter school through the main entrance, where the Pastoral Team will enter them into the late book and without any good reason or a call from parents a detention will be issued.

Medical appointments:

It is essential to avoid appointments during the school day especially now many doctors/dentists are open later and some at weekends. I understand sometimes there is a medical emergency where this is unavoidable but these should be minimal.

As a school we need to work hard to ensure our children are getting the maximum learning time from our quality staff. If you can't avoid a scheduled medical appointment during the school day parents and carers must complete a medical slip at the school office where we will require verification by showing a formal letter/appointment card. The admin staff will then sign the slip and this will be added to the school register system so an appropriate code can be given.

If the appointment is within the school day it is recommended that you bring your child into school and collect them from school to attend their appointment. If no evidence is shown then this will also result in an unauthorised code being given.

Good attendance The Khalsa Academy Wolverhampton:

We will employ a number of strategies to promote regular attendance.

Termly attendance certificates are given out in our Celebrating Learning assemblies 100% attendance certificates and awards are given at the end of each academic year.

Thank you so much for working with us on this important issue. Please do not hesitate to contact us with any queries that you may have.

Yours sincerely

M. S Dhillon

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Associate Assistant Principal - Pastoral